

STANDING COMMITTEE ON HOUSE SERVICES



**FIRST REPORT
OF THE
TWENTY-NINTH LEGISLATURE**

December 1, 2020

LEGISLATIVE ASSEMBLY OF SASKATCHEWAN

Speaker of the
Legislative Assembly



SASKATCHEWAN

129 Legislative Building
Regina, Saskatchewan S4S 0B3
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December 1, 2020

To the Honourable Members of the Legislative Assembly:

I have the pleasure to present the first report of the Standing Committee on House Services. The committee is authorized by the Assembly to examine such matters as it deems advisable with respect to the rules, procedures, practices, and powers of the Legislative Assembly, its operations, organization, and the facilities and service provided to the Assembly, its committees, and members. This report reflects the work of the committee, in consultation with the House leaders and the Clerks-at-the-Table, to identify and develop temporary modifications to the processes, practices, and *Rules and Procedures of the Legislative Assembly of Saskatchewan* in order to facilitate the sittings of the Legislative Assembly during the period December 1, 2020 until March 1, 2021 in the context of the COVID-19 pandemic.

The proposals contained in this report reflect many of the modifications to rules and practices adopted during the June/July portion of the fourth session of the twenty-eighth legislature, which proved to be successful at that time. Since then, desks in the Chamber have been repositioned to provide physical distancing, and the seating plans have been revised in both the Chamber and committee room in order to accommodate more members while maintaining a high threshold of safety. Additionally, Plexiglas barriers have been installed between desks in the Chamber, and a mandatory masking requirement is recommended for everyone attending Chamber or committee proceedings. Due to these changes, the Standing Committee on House Services is now able to recommend that 50 per cent of members be present at one time during Chamber proceedings and that all committee members be present for committee meetings.

An additional measure to enhance safety with a larger proportion of members in the Chamber is described in the committee's recommendation to conduct recorded divisions in two tranches during Chamber proceedings. This will allow for greater physical distancing between members when many members at once are standing in the Chamber to express their vote. Proxy voting will be retained for any member unable to cast their vote in a recorded division in the Chamber due to COVID-19; however, proxy voting will be eliminated in committee proceedings, as it will no longer be required.

The proposed modifications detailed in this report will enable the Legislative Assembly to conduct its work safely during the pandemic. Government and opposition House leadership have both worked diligently and co-operatively with the Clerks-at-the-Table to produce the recommendations contained in this report.

Respectfully submitted on behalf of the committee,

Hon. Randy Weekes, Chair
Speaker of the Legislative Assembly
MLA Biggar-Sask Valley

Composition of Committee

(as of December 1, 2020)

Hon. Randy Weekes, Chair
Speaker of the Legislative Assembly
Biggar-Sask Valley

Carla Beck
Regina Lakeview

Mr. Fred Bradshaw
Carrot River Valley

Hon. Jeremy Harrison
Meadow Lake

Vicki Mowat
Saskatoon Fairview

Greg Ottenbreit
Yorkton

Nicole Sarauer
Regina Douglas Park

Doug Steele
Cypress Hills

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Introduction

In March 2020, the spring sitting period of the fourth session of the twenty-eighth legislature was temporarily suspended due to the COVID-19 pandemic. The government declared Saskatchewan in a state of emergency, and numerous restrictions were imposed by the Saskatchewan Health Authority to mitigate the spread of COVID-19.

By the end of May, as the daily number of new cases had decreased and Saskatchewan Health Authority restrictions were gradually being relaxed, House leadership agreed to resume the session on a modified schedule. On June 15, 2020, the Assembly adopted the fifteenth report of the Standing Committee on House Services, outlining modifications to rules and practices to protect the safety of members and Legislative Assembly Service personnel during the sittings of the Legislative Assembly for the remainder of the session.

On December 1, 2020 the Standing Committee on House Services met once again. Due to the ongoing and evolving context of the COVID-19 pandemic, the committee considered which of the previous modifications to rules, practices, and procedures should be re-implemented and, in accordance with provincial health safety guidelines, whether any additional considerations were desirable for safely facilitating the sittings of the Assembly and its committees during the period December 1, 2020 to March 1, 2021 of the first session of the twenty-ninth legislature.

This report draws heavily on the modifications outlined in the fifteenth report of the Standing Committee on House Services. While those measures proved successful at that time, the committee is now able to propose some functional improvements to the modifications previously adopted.

Plexiglas barriers between desks in the Chamber and revised seating arrangements in the both the Chamber and committee room now safely allow for up to 50 per cent of all members, exclusive of the Speaker, to be physically present in the Chamber at one time and for all committee members to be present in the committee room at one time. To enhance safety, the Standing Committee on House Services recommends the wearing of masks in the Chamber or committee room by all members and support personnel at all times.

To allow all members the ability to safely exercise their right to vote in a recorded division, the committee recommends that recorded votes in the Chamber be conducted in two tranches. This will allow for greater physical distancing between members when many members at once are standing in the Chamber to express their vote. Two structured row calls, incorporating two groups of 30 members each, are proposed. Proxy voting, introduced in the fourth sitting of the twenty-eighth legislature, will be retained for use by any member unable to cast their vote in a recorded division in the Chamber due to COVID-19.

As it is no longer required, the committee proposes that proxy voting in standing committees be eliminated. Altered seating arrangements in the committee room now permit all committee members to be present to vote in a recorded division during committee proceedings. Additionally, the *Rules and Procedures of the Legislative Assembly of Saskatchewan* allow members unable to attend a meeting, due to COVID-19 or any other reason, to designate a substituting member to attend the meeting and vote on their behalf.

The committee recommends that, when adopted, the modifications and changes to the rules be in place until March 1, 2021. This will provide a framework for committees to continue to meet through winter during the sessional recess period. Because public health guidelines and best practices in regard to COVID-19 are constantly changing, the Assembly may then revisit the provisions of this framework for the spring sitting period of the first session of the twenty-ninth legislature to align with conditions in regard to COVID-19 at that time.

Considerations for Assembly Sittings

The following chart outlines the procedures and processes that will be impacted by the sittings of the Legislative Assembly during the first session of the twenty-ninth legislature. It notes the corresponding rules, practices, or services that will be affected, and the modifications required to safely facilitate sittings of the Legislative Assembly in the current context of the COVID-19 pandemic. The rationale behind each proposed strategy is also described.

Modified Processes and Procedures Chart — Pandemic Response

Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
SECTION 1 Days and times of sittings			
Sittings of the Assembly	4(4) Completion Day of first session	As prescribed by rule 4(4), the Completion Day of the first session of the twenty-ninth legislature shall be the 29th sitting day after the Budget Motion is moved unless otherwise ordered by the Assembly.	There is no need to modify the Completion Day at this time.
	6(1) Sittings: ordinary time of	<p>The ordinary times for the daily meeting and adjournment of the sittings of the Assembly shall be modified as follows:</p> <p>Monday: 1:30 p.m. – 10:30 p.m. with a recess between 5:00 p.m. and 7:00 p.m.</p> <p>Tuesday: 1:30 p.m. – 10:30 p.m. with a recess between 5:00 p.m. and 7:00 p.m.</p> <p>Wednesday: 1:30 p.m. – 5:00 p.m.</p> <p>Thursday: 10:00 a.m. – 1:00 p.m.</p>	Ordinary sitting times will be adhered to.
SECTION 2 Business of the Assembly			
Throne Speech	Modified practice	No guests will be permitted to attend the Throne Speech.	In the context of the COVID-19 pandemic, the Speaker has suspended all visitor access to the Legislative Building.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
Royal Assent	Modified practice	<p>The Royal Assent ceremony shall be modified as follows:</p> <p>The premier and provincial secretary will remain at their places.</p> <p>The Lieutenant Governor and Aide de Camp shall properly physically distance themselves when entering the Chamber. Members situated in front rows will step back while the Lieutenant Governor enters and departs the Chamber.</p> <p>The Clerk and Speaker will present themselves at either end of the Table, and they will maintain appropriate physical distances when presenting the titles of the bills to the Lieutenant Governor.</p> <p>The Sergeant-at-Arms will attend to the mace at the end of the Table and remain in place until the departure of the Lieutenant Governor, at which point the mace will be laid on the Table.</p>	<p>The process of physical distancing can be maintained and risk minimized through these provisions.</p> <p>To maintain physical distancing requirements and minimize person-to-person contact, the Lieutenant Governor has advised the Clerk that he will assist by complying with whatever modifications are necessary for the assent of bills.</p>
<p>SECTION 3 Chamber proceedings a) General</p>			
Masking requirements	<p>Modified practice</p> <p>47(1) Speaker to preserve order and decorum; 47(2) Rules for decorum in the Assembly</p>	<p>All members, Legislative Assembly Service employees, government officials, and the media must wear a mask at all times in the Chamber.</p> <p>In accordance with Saskatchewan Health Authority public health orders and rules 47(1) and 47(2)(a), the Speaker has the authority to ensure that masking requirements are adhered to.</p>	<p>In compliance with a November 19, 2020 Saskatchewan Health Authority public health order, the use of a non-medical mask is mandatory in all indoor public spaces.</p> <p>Under this provision, proper business attire in the Chamber includes the wearing of a mask.</p>

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
Access to Chamber galleries Relocation of press gallery to Speaker's gallery	Modified practice 14(2) Routine business Rule 48(1) <i>[jurisdiction of gallery as part of Chamber precinct]</i>	The attendance of guests in the Chamber shall remain suspended until public access to the Legislative Building is restored. “Introduction of guests” shall not be called by the Speaker during the daily routine. The press gallery shall be closed to members of the media. Members of the press gallery association and accredited media registered with the Sergeant-at-Arms may observe proceedings from the Speaker's gallery provided the appropriate physical distancing is observed.	In the context of the COVID-19 pandemic, the Speaker has suspended all visitor access to the Legislative Building. To protect the health and safety of Legislative Assembly Service personnel working in the press gallery and to facilitate physical distancing, the Speaker may limit access to the press gallery pursuant to rule 48, which specifies that the precinct of the Chamber includes the press gallery and that the Speaker may order the withdrawal of strangers. A stranger is anyone who is not a member or officer of the Assembly.
Speaker's parade	Modified practice	The practice of the daily parade shall be suspended. Clerks will be seated at the Table when the Speaker comes in through the back door, and the Sergeant-at-Arms will be standing before the Table with the mace on his shoulder. The Sergeant-at-Arms will lay the mace on the Table, and the daily proceedings will commence with the Speaker calling the Assembly to order and reciting the prayer.	To mitigate person-to-person contact and facilitate physical distancing.
Pages	Disrupted service	There will be no Page service available.	To facilitate physical distancing, minimize person-to-person contact, and reduce the number of people handling paper, no Pages will be employed. Consequently there will be no messenger, document delivery, or refreshment service available.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
Refreshments	47(2)(c) Rules for decorum in the Assembly	All participants must bring their own beverages in a plain container approved by the Speaker.	Due to the pandemic, the Legislative Assembly Service is not able to supply refreshments of any kind. Rule 47(2)(c) provides that beverages must be in a discreet container approved by the Speaker.
Publication of proceedings	<i>Hansard</i> workflow disruption	The number of editors producing the <i>Hansard</i> document will be limited, so typical <i>Hansard</i> publication time will be delayed.	Legislative Assembly Service personnel are required to follow the physical distancing standards outlined in the Saskatchewan Health Authority public health orders.
b) Distribution and delivery of documents			
Delivering papers to the Table during a sitting	<p>Rules regarding the delivery of papers to the Table: 14.1(1); 16(1); 21(2); 21(6); 22(2); 22(4); 24(5); 25(4); 26(2); 52; 60(1); 60(2); 63(5); 136(5)</p> <p>Altered practice and service</p>	<p>During proceedings, papers which are required to be deposited at the Table shall be signed by the member before deposit at a central location. A Table officer will retrieve the paper, convey it to the Speaker for endorsement when necessary, and ensure its inclusion in the sessional record.</p> <p>Such papers include notice papers, motions, amendments, petitions, written questions, notices of motions for return, committee reports, tally sheets for recorded divisions, and other documents normally provided to the Table.</p> <p>Two central locations will be provided: one on the opposition side of the committee table and one on the government side.</p>	<p>To facilitate physical distancing, minimize person to person contact, and reduce the number of people handling paper, no Pages will be employed. Members will deposit their own papers to a central location for retrieval by a Table officer.</p> <p>Signed paper forms are still required as a record of business conducted in the Assembly.</p>
Distribution of documents to members	79(2); 81	There shall be no physical distribution of documents to members with the exception of a newly introduced bill, which will be available upon request from the Office of the Clerk.	To minimize person to person contact and reduce the number of people handling paper.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
c) Members' participation in Chamber proceedings			
Attendance	2 Attendance required	Rule 2 shall not be applicable to any member unable to attend a sitting for reasons of the Legislative Assembly's compliance with Saskatchewan Health Authority public health orders.	Provides permission for members to be absent from a sitting of the Assembly due to the Legislative Assembly's compliance with Saskatchewan Health Authority public health orders. Adoption of this order supersedes the need for a Board of Internal Economy directive to substantiate the rule change.
Number of members to participate in Chamber proceedings	Modified practice and procedure	Up to 50 per cent of all members may be permitted in the Chamber at any given time, exclusive of the Speaker. Members shall be allowed to rotate in and out of the Chamber in accordance with the maximum percentage of members allowed. Members are required to maintain physical distancing and avoid person-to-person contact when entering and leaving the Chamber.	This maximum facilitates physical distancing and minimizes person-to-person contact. Rotation of members allows critics and ministers to alternate to address the business at hand and allows all members to participate in an order of business under consideration.
Seating arrangements	Modified practice	Members will sit in their designated seats, as indicated on the Chamber seating plan.	Individual desks in the Chamber have been placed at a distance from one another to facilitate physical distancing. Plexiglas shields have been installed between desks to mitigate the spread of COVID-19. (See Appendix 2 for Chamber seating plan).
d) Recorded divisions			
Voting	Temporary modification to voting process	When a recorded division is demanded on a question, the regular rules for a recorded division shall apply except the recorded vote will be taken in two sections and proxy voting will be permitted for members unable to vote in person due to COVID-19.	Allocating members to separate voting groups enhances the safety of members and Legislative Assembly Service employees by staggering the number of members standing and speaking in the Chamber at one time and allowing for greater physical distancing (see Appendix 3 for the allocation of members to voting groups).

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
Voting (continued)	69 Divisions	<p>The following voting process will be observed:</p> <p>When a division is called, the Clerk will issue tally sheets for the whips to record any proxy votes.</p> <p>Tally sheets will be placed at a central location on the floor of the Assembly. The respective whips shall retrieve their tally sheet from the central location.</p> <p>The Speaker shall advise members that the recorded division shall be taken in two sections in accordance with the roll call prescribed by the Assembly.</p> <p>The Speaker shall advise members that when the bells are extinguished, the members allocated to the first voting section will take their seats in the Chamber.</p> <p>The Clerk will conduct the row call for yea and nay votes of the first group, following the regular practice for a recorded division.</p> <p>Once the first group of members has voted, the voting process will be repeated for the second group of members.</p> <p>The Speaker shall ask members of the first section to depart the Chamber so the second section may proceed to vote. Once the first group has departed, the Sergeant-at-Arms shall ring the bells for 5 seconds. Members of the second section shall enter the Chamber at the sound of the bell.</p>	<p>Proxy voting allows members not able to be present in the Chamber due to COVID-19 the right to exercise their right to vote. See section on proxy voting for additional information.</p> <p>See section on delivering papers to the Table during a sitting for additional information on the retrieval and submission of tally sheets (see appendices 4 and 5 for tally sheets).</p> <p>Voting shall be conducted strictly in accordance with the roll call sections. This provides a structure for the Clerk to call the division, for Hansard to activate the microphones, and for Broadcasting Services to follow the vote with the cameras.</p>

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
Voting (continued)		<p>The Clerk will conduct the row call for yea and nay votes of the second section, following the regular practice for a recorded division.</p> <p>At the conclusion of the recorded division for the second group, the Speaker will call for any yea votes by proxy. The government whip and/or opposition whip (or their designates) stand and report those votes. The Speaker will then call for the nay votes by proxy, and the whips shall correspondingly report those votes.</p> <p>After reporting their proxy votes to the Speaker, the whips shall deposit their tally sheets at the designated document deposit location.</p> <p>Tally sheets shall be considered a sessional paper and the names of members voting yea and nay by proxy shall be entered into the <i>Votes and Proceedings</i> for that sitting day, and subsequently into the <i>Journals</i> of the Legislative Assembly.</p> <p>A separate tally sheet shall be provided for each vote.</p> <p>At the conclusion of voting, the Clerk will combine the results from the two row calls and the votes by proxy and report the totals to the Speaker.</p>	
Proxy vote authorized for recorded divisions in the Legislative Assembly	Temporary rule	Proxy voting shall be available to any member physically unable to vote in a recorded division in the Assembly due to the COVID-19 public health emergency and the related measures that are in place.	Proxy voting gives members who are not able to be present in the Chamber due to COVID-19 the ability to exercise their right to vote.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
<p>Proxy vote authorized for recorded divisions in the Legislative Assembly (continued)</p>		<p>This temporary order shall apply to recorded divisions required in the Legislative Assembly or any committee of the whole Assembly.</p> <p>A member shall be free to choose any other member who is eligible to vote in divisions to act as a designated proxy.</p> <p>A member must register a signed declaration of proxy with the Speaker at least 30 minutes before the daily commencement of proceedings. The declaration of proxy shall include the name of the designated proxy and the date or dates the designated proxy shall be authorized to vote on the member's behalf. The signed declaration may be submitted to the Speaker by email. A designated proxy shall act in strict accordance with the instruction given by the member.</p> <p>A member may change their designated proxy or withdraw their declaration of proxy by submission to the Speaker.</p> <p>A member's registered declaration of proxy shall be suspended when the member is present and able to vote in person.</p> <p>The designated proxy shall sign the tally sheet under the name of the absent member with notation of their designation as proxy.</p> <p>The record of a proxy vote shall be treated as part of the sessional record.</p> <p>Declarations submitted to the Speaker shall be provided to the Clerk and retained as part of the sessional record.</p>	<p>See Appendix 5 for the designated proxy form.</p>

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
SECTION 5 Committees of the Whole Assembly			
Seating of Chair in Committees of the Whole Assembly	Modified practice	The Chair of Committee of Finance or Committee of the Whole on Bills shall sit at the Table in the chair normally occupied by the Law Clerk and Parliamentary Counsel. The Clerk shall sit in the Clerk Assistant's seat.	Spacing at the Table conforms to physical distancing requirements and eliminates the need for sanitization of a desk and seat during the transition between Assembly and proceedings of committees of the whole.
Participation of officials in Committees of the Whole Assembly	Modified process	Adequate recesses must be scheduled for witnesses to attend the consideration of business in Committee of the Whole on Bills or Committee of Finance.	Disinfecting desks, minimization of person-to-person contact, and physical distancing all need to be taken into account with additional people entering and exiting the Chamber.
SECTION 6 Standing committees a) Location			
Chamber meetings	Ordinary practice Modified practice	All committee members may participate. A stand-up mike shall be in place for witness testimony.	There is adequate space in the Chamber to allow all members to participate safely while practising physical distancing. A stand-up mike allows witnesses to testify without touching work surfaces, chairs, or spaces that others will soon occupy, so disinfection between speakers is not required.
Room 8 meetings	Participation of committee members in Room 8 Modified practice	All committee members may participate. Seating will be modified to facilitate physical distancing. Three chairs, spaced at appropriate physical distances, are available for members on each side of the committee table. The Chair will remain seated at the head of the table, and the Committee Clerk will sit at a separate desk to the side of the committee table.	Restricting the rights of members to participate in proceedings should be resorted to only when safety cannot otherwise be ensured. Modified seating, as outlined in Appendix 6, will allow all committee members to be safely seated at the committee to be present for proceedings in Room 8 while adhering to physical distancing guidelines.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
		<p>Some government members may need to sit on what is traditionally seen as the opposition side of the table.</p>	<p>It is an accepted parliamentary practice that when there are more members from one party than can be accommodated on their respective side of the Chamber or committee table, some members from that party are seated on the opposite side (e.g., twenty-second and twentieth legislatures).</p> <p>Name plates specifying the party membership of each committee member may be used to ensure officials know which party the member belongs to.</p>
Room 8 meetings	<p>Witness participation in Room 8</p> <p>Modified practice</p>	<p>Seating arrangements of witnesses will be limited to comply with Saskatchewan Health Authority public health orders for physical distancing.</p> <p>The minister and deputy minister shall sit at opposite ends of the witness table. One or more additional people (e.g., witnesses, media, caucus, or ministerial staff) could physically distance in seats behind them.</p> <p>A stand-up mike can be used for witness testimony.</p>	<p>Modified seating, as outlined in Appendix 6, allows for safe physical distancing of witnesses in Room 8.</p> <p>A stand-up mike allows witnesses to testify without touching work surfaces, chairs, or spaces that others will soon occupy so disinfection between speakers is not required.</p>
b) General			
Masking requirements	Modified practice	All members, Legislative Assembly Service employees, government officials, and the media must wear a mask at all times in the Chamber or committee room.	In compliance with a November 19, 2020 Saskatchewan Health Authority public health order, the use of a non-medical mask is mandatory in all indoor public spaces to mitigate the spread of COVID-19.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
Public access	128(1) Admission to meetings	<p>Notwithstanding rule 128(1), all committee proceedings shall be closed to the public.</p> <p>The media shall not be allowed unrestricted access to committee meetings due to tight confines in committee room 8 and disinfecting requirements in the Speaker's gallery.</p>	<p>In the context of the COVID-19 pandemic, the Speaker has suspended all visitor access to the Legislative Building.</p>
Substitutions	122(5) Temporary substitutions	<p>Notwithstanding the requirement of rule 122(5) for the written notice of a temporary substitution of membership, a signed substitution notice may be filed by email with the Chair of the committee.</p>	<p>Electronic filing will minimize person-to-person contact and reduce the number of people handling paper.</p>
Witnesses	Modified practice	<p>Procedure for ministers to confer with officials:</p> <p>Witnesses may be allowed to rotate in and out of the committee room. They may wait in the hallway while maintaining their required physical distances from one another until they are required to provide testimony at the stand-up mike.</p> <p>Minister may need to exit the committee room to consult privately with officials.</p>	<p>Due to physical distancing requirements, ministers must be able to confer safely with officials.</p> <p>This provision ensures physical distancing while allowing more witnesses to participate than can be accommodated in the committee room. The committee room door will remain open to minimize contact with the doorknob. This may create noise and disruption to committee proceedings; however, sessional ushers will be monitoring the hallways to remind individuals to minimize the noise levels outside the committee room.</p> <p>A display monitor will be available in the hallway for officials to observe the committee proceedings while seating in the hallway outside the committee room. During committee proceedings in Room 8, Room 4 will be available as a private area in which the minister and officials may confer. During committee proceedings in the Chamber, the minister and officials may confer in the vestibule at the front of the Chamber.</p>

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice	Rationale
Recesses during and between items of business		<p>Adequate recesses must be scheduled during the transition between items of committee business when separate ministries and their officials are to attend.</p> <p>Similarly, brief recesses may be necessary when Legislative Assembly Service personnel change shifts.</p>	This will allow for the adequate disinfection of tables and seats prior to new participants or staff members taking their place.
Refreshments	47(2)(c)	All participants must bring their own beverages in a plain container approved by the Speaker.	Due to the pandemic, the Legislative Assembly Service is not able to supply refreshments of any kind.

Recommendation

The committee recommends:

That the Legislative Assembly implement the modifications to its rules, procedures, and practices as presented in Appendix 1 of this report, together with the associated forms as presented in appendices 2 through 7; and,

That these implementations come into effect on Tuesday, December 1, 2020 and expire on Monday, March 1, 2021.

Appendix 1 — Modifications to Rules, Procedures, and Practices

Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice
SECTION 1 Days and times of sittings		
Sittings of the Assembly	4(4) Completion Day of first session	As prescribed by rule 4(4), the Completion Day of the first session of the twenty-ninth legislature shall be the 29th sitting day after the Budget Motion is moved unless otherwise ordered by the Assembly.
	6(1) Sittings: ordinary time of	<p>The ordinary times for the daily meeting and adjournment of the sittings of the Assembly shall be modified as follows:</p> <p>Monday: 1:30 p.m. – 10:30 p.m. with a recess between 5:00 p.m. and 7:00 p.m.</p> <p>Tuesday: 1:30 p.m. – 10:30 p.m. with a recess between 5:00 p.m. and 7:00 p.m.</p> <p>Wednesday: 1:30 p.m. – 5:00 p.m.</p> <p>Thursday: 10:00 a.m. – 1:00 p.m.</p>
SECTION 2 Business of the Assembly		
Throne Speech	Modified practice	No guests will be permitted to attend the Throne Speech.
Royal Assent	Modified practice	<p>The Royal Assent ceremony shall be modified as follows:</p> <p>The premier and provincial secretary will remain at their places.</p> <p>The Lieutenant Governor and Aide de Camp shall properly physically distance themselves when entering the Chamber. Members situated in front rows will step back while the Lieutenant Governor enters and departs the Chamber.</p> <p>The Clerk and Speaker will present themselves at either end of the Table, and they will maintain appropriate physical distances when presenting the titles of the bills to the Lieutenant Governor.</p> <p>The Sergeant-at-Arms will attend to the mace at the end of the Table and remain in place until the departure of the Lieutenant Governor, at which point the mace will be laid on the Table.</p>

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice
SECTION 3 Chamber proceedings a) General		
Masking requirements	Modified practice 47(1); 47(2) <i>[appropriate business attire]</i>	All members, Legislative Assembly Service employees, government officials, and the media must wear a mask at all times in the Chamber. In accordance with Saskatchewan Health Authority public health orders and rules 47(1) and 47(2)(a), the Speaker has the authority to ensure that masking requirements are adhered to in the Chamber.
Access to Chamber galleries Relocation of press gallery to Speaker's gallery	Modified practice 14(2) Routine business Rule 48(1) <i>[jurisdiction of gallery as part of Chamber precinct]</i>	The attendance of guests in the Chamber shall remain suspended until public access to the Legislative Building is restored. “Introduction of guests” shall not be called by the Speaker during the daily routine. The press gallery shall be closed to members of the media. Members of the press gallery association and accredited media registered with the Sergeant-at-Arms may observe proceedings from the Speaker's gallery provided the appropriate physical distancing is observed.
Speaker's parade	Modified practice	The practice of the daily parade shall be suspended. Clerks will be seated at the Table when the Speaker comes in through the back door, and the Sergeant-at-Arms will be standing before the Table with the mace on his shoulder. The Sergeant-at-Arms will lay the mace on the Table, and the daily proceedings will commence with the Speaker calling the Assembly to order and reciting the prayer.
Pages	Disrupted service	There will be no Page service available.
Refreshments	47(2)(c) Rules for decorum in the Assembly	All participants must bring their own beverages in a plain container approved by the Speaker.
Publication of proceedings	<i>Hansard</i> workflow disruption	The number of editors producing the <i>Hansard</i> document will be limited, so typical <i>Hansard</i> publication time will be delayed.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice
b) Distribution and delivery of documents		
Delivering papers to the Table during a sitting	<p>Rules regarding the delivery of papers to the Table: 14.1(1); 16(1); 21(2); 21(6); 22(2); 22(4); 24(5); 25(4); 26(2); 52; 60(1); 60(2); 63(5); 136(5)</p> <p>Altered practice and service</p>	<p>During proceedings, papers which are required to be deposited at the Table shall be signed by the member before deposit at a central location. A Table officer will retrieve the paper, convey it to the Speaker for endorsement when necessary, and ensure its inclusion in the sessional record.</p> <p>Such papers include notice papers, motions, amendments, petitions, written questions, notices of motions for return, committee reports, tally sheets for recorded divisions, and other documents normally provided to the Table.</p> <p>Two central locations will be provided: one on the opposition side of the committee table and one on the government side.</p>
Distribution of documents to members	79(2); 81	There shall be no physical distribution of documents to members with the exception of a newly introduced bill, which will be available upon request from the Office of the Clerk.
c) Members' participation in Chamber proceedings		
Attendance	2 Attendance required	Rule 2 shall not be applicable to any member unable to attend a sitting for reasons of the Legislative Assembly's compliance with Saskatchewan Health Authority public health orders.
Number of members to participate in Chamber proceedings	Modified practice and procedure	<p>Up to 50 per cent of all members may be permitted in the Chamber at any given time, exclusive of the Speaker.</p> <p>Members shall be allowed to rotate in and out of the Chamber in accordance with the maximum percentage of members allowed.</p> <p>Members are required to maintain physical distancing and avoid person-to-person contact when entering and leaving the Chamber.</p>
Seating arrangements	Modified practice	Members will sit in their designated seats, as indicated on the Chamber seating plan.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice
d) Recorded divisions		
Voting	<p>Temporary modification to voting process</p> <p>69 Divisions</p>	<p>When a recorded division is demanded on a question, the regular rules for a recorded division shall apply except the recorded vote will be taken in two sections and proxy voting will be permitted for members unable to vote in person due to COVID-19.</p> <p>The following voting process will be observed:</p> <p>When a division is called, the Clerk will issue tally sheets for the whips to record any proxy votes.</p> <p>Tally sheets will be placed at a central location on the floor of the Assembly. The respective whips shall retrieve their tally sheet from the central location.</p> <p>The Speaker shall advise members that the recorded division shall be taken in two sections in accordance with the roll call prescribed by the Assembly.</p> <p>The Speaker shall advise members that when the bells are extinguished, the members allocated to the first voting section will take their seats in the Chamber.</p> <p>The Clerk will conduct the row call for yea and nay votes of the first group, following the regular practice for a recorded division.</p> <p>Once the first group of members has voted, the voting process will be repeated for the second group of members.</p> <p>The Speaker shall ask members of the first section to depart the Chamber so the second section may proceed to vote. Once the first group has departed, the Sergeant-at-Arms shall ring the bells for 5 seconds. Members of the second section shall enter the Chamber at the sound of the bell.</p> <p>The Clerk will conduct the row call for yea and nay votes of the second section, following the regular practice for a recorded division.</p> <p>At the conclusion of the recorded division for the second group, the Speaker will call for any yea votes by proxy. The government whip and/or opposition whip (or their designates) stand and report those votes. The Speaker will then call for the nay votes by proxy, and the whips shall correspondingly report those votes.</p> <p>After reporting their proxy votes to the Speaker, the whips shall deposit their tally sheets at the designated document deposit location.</p>

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice
Voting (continued)		<p>Tally sheets shall be considered a sessional paper and the names of members voting yea and nay by proxy shall be entered into the <i>Votes and Proceedings</i> for that sitting day, and subsequently into the <i>Journals</i> of the Legislative Assembly.</p> <p>A separate tally sheet shall be provided for each vote.</p> <p>At the conclusion of voting, the Clerk will combine the results from the two row calls and the votes by proxy and report the totals to the Speaker.</p>
Proxy vote authorized for recorded divisions in the Legislative Assembly Proxy vote authorized for recorded divisions in the Legislative Assembly (continued)	Temporary rule	<p>Proxy voting shall be available to any member physically unable to vote in a recorded division in the Assembly due to the COVID-19 public health emergency and the related measures that are in place.</p> <p>This temporary order shall apply to recorded divisions required in the Legislative Assembly or any committee of the whole Assembly.</p> <p>A member shall be free to choose any other member who is eligible to vote in divisions to act as a designated proxy.</p> <p>A member must register a signed declaration of proxy with the Speaker at least 30 minutes before the daily commencement of proceedings. The declaration of proxy shall include the name of the designated proxy and the date or dates the designated proxy shall be authorized to vote on the member’s behalf. The signed declaration may be submitted to the Speaker by email.</p> <p>A designated proxy shall act in strict accordance with the instruction given by the member.</p> <p>A member may change their designated proxy or withdraw their declaration of proxy by submission to the Speaker.</p> <p>A member’s registered declaration of proxy shall be suspended when the member is present and able to vote in person.</p> <p>The designated proxy shall sign the tally sheet under the name of the absent member with notation of their designation as proxy.</p> <p>The record of a proxy vote shall be treated as part of the sessional record.</p> <p>Declarations submitted to the Speaker shall be provided to the Clerk and retained as part of the sessional record.</p>


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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice
SECTION 5 Committees of the Whole Assembly		
Seating of Chair in Committees of the Whole Assembly	Modified practice	The Chair of Committee of Finance or Committee of the Whole on Bills shall sit at the Table in the chair normally occupied by the Law Clerk and Parliamentary Counsel. The Clerk shall sit in the Clerk Assistant's seat.
Participation of officials in Committees of the Whole Assembly	Modified process	Adequate recesses must be scheduled for witnesses to attend the consideration of business in Committee of the Whole on Bills or Committee of Finance.
SECTION 6 Standing committees a) Location		
Chamber meetings	Ordinary practice	All committee members may participate.
	Modified practice	A stand-up mike shall be in place for witness testimony.
Room 8 meetings	Participation of committee members in Room 8	All committee members may participate. Seating will be modified to facilitate physical distancing.
	Modified practice	Three chairs, spaced at appropriate physical distances, are available for members on each side of the committee table. The Chair will remain seated at the head of the table, and the Committee Clerk will sit at a separate desk to the side of the committee table. Some government members may need to sit on what is traditionally seen as the opposition side of the table.
Room 8 meetings	Witness participation in Room 8	Seating arrangements of witnesses will be limited to comply with Saskatchewan Health Authority public health orders for physical distancing.

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Affected procedure and process	Affected rule, practice or service	Modifications to rule or practice
	Modified practice	<p>The minister and deputy minister shall sit at opposite ends of the witness table. One or more additional people (e.g., witnesses, media, caucus, or ministerial staff) could physically distance in seats behind them.</p> <p>A stand-up mike can be used for witness testimony.</p>
b) General		
Masking requirements	Saskatchewan Health Authority public health orders	All members, Legislative Assembly Service employees, government officials, and the media must wear a mask at all times during committee proceedings.
Public access	128(1) Admission to meetings	<p>Notwithstanding rule 128(1), all committee proceedings shall be closed to the public.</p> <p>The media shall not be allowed unrestricted access to committee meetings due to tight confines in committee room 8 and disinfecting requirements in the Speaker's gallery.</p>
Substitutions	122(5) Temporary substitutions	Notwithstanding the requirement of rule 122(5) for the written notice of a temporary substitution of membership, a signed substitution notice may be filed by email with the Chair of the committee.
Witnesses	Modified practice	<p>Procedure for ministers to confer with officials:</p> <p>Witnesses may be allowed to rotate in and out of the committee room. They may wait in the hallway while maintaining their required physical distances from one another until they are required to provide testimony at the stand-up mike.</p> <p>A minister may need to exit the committee room to consult privately with officials.</p>
Recesses during and between items of business		<p>Adequate recesses must be scheduled during the transition between items of committee business when separate ministries and their officials are to attend.</p> <p>Similarly, brief recesses may be necessary when Legislative Assembly Service personnel change shifts.</p>
Refreshments	47(2)(c)	All participants must bring their own beverages in a plain container approved by the Speaker.

Appendix 2 — Chamber Seating Plan



**1st SESSION
 29th LEGISLATURE
 of
 SASKATCHEWAN**

**SEATING PLAN
 LEGISLATIVE ASSEMBLY
 of
 SASKATCHEWAN**

Table Officers

Gregory Paul Speaker	Ken Berg, O.C. Deputy Speaker	Ken Berg, O.C. Parliamentary Counsel	Jan Lang Principal Clerk	Kathy Benjamins Clerk Assistant
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Ken Chudnow
Saskatoon-Hillgrove

Ken Smith
Saskatoon-Terraviva

Mark McNeary
Regina-Cornwall-Farm

Ion Iuk
Saskatoon-Saskatoon

John Ruddy Weeks
Deputy Speaker Pro Tempore

Trudie Westergaard
Regina-Dominion

Joyle Vennart
Opposition Whip

Janet Brown
Saskatoon-Terraviva

Mal Lewis
Saskatoon-Terraviva

Erica Ritchie
Saskatoon-Village

Chris Lawrence
Klondike-Hudson

Steve Bank
Saskatoon

Erica Carver
Saskatoon

Mark McNeary
Regina-Cornwall-Farm

Ion Iuk
Saskatoon-Saskatoon

Ken Berg, O.C.
Deputy Speaker

Jan Lang
Principal Clerk

Kathy Benjamins
Clerk Assistant

Ken Chudnow
Saskatoon-Hillgrove

Ken Smith
Saskatoon-Terraviva

Mark McNeary
Regina-Cornwall-Farm

Ion Iuk
Saskatoon-Saskatoon

John Ruddy Weeks
Deputy Speaker Pro Tempore

Trudie Westergaard
Regina-Dominion

Joyle Vennart
Opposition Whip

Janet Brown
Saskatoon-Terraviva

Mal Lewis
Saskatoon-Terraviva

Erica Ritchie
Saskatoon-Village

Paul Brinkhorst
Carmichael-Tully

Ion Cate
Moose Mountain

Ion, Jeremy Harrison
Government House Leader

Ion, Scott
Premier

Paul Brinkhorst
Carmichael-Tully

Ion Cate
Moose Mountain

Ion, Jeremy Harrison
Government House Leader

Ion, Scott
Premier

Ken Chudnow
Saskatoon-Hillgrove

Ken Smith
Saskatoon-Terraviva

Mark McNeary
Regina-Cornwall-Farm

Ion Iuk
Saskatoon-Saskatoon

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Regina-Dominion

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Opposition Whip

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Saskatoon-Terraviva

Mal Lewis
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Regina-Dominion

Joyle Vennart
Opposition Whip

Janet Brown
Saskatoon-Terraviva

Mal Lewis
Saskatoon-Terraviva

Erica Ritchie
Saskatoon-Village

Denotes Saskatchewan Party Member

Denotes New Democratic Party Member

Prepared by the Legislative Assembly Service
 November 30, 2019

Appendix 3 — Voting Groups for Recorded Divisions

Group 1

Government		
Members	Yea	Nay
Hon. Scott Moe		
Hon. Jim Reiter		
Hon. Dustin Duncan		
Hon. Christine Tell		
Hon. Bronwyn Eyre		
Hon. Paul Merriman		
Hon. Warren Kaeding		
Hon. Gene Makowsky		
Hon. Laura Ross		
Jeremy Cockrill		
Nadine Wilson		
Greg Ottenbreit		
Greg Lawrence		
Terry Jenson		
Alana Ross		
Mark Docherty		
Terry Dennis		
Delbert Kirsch		
Todd Goudy		
Ken Francis		
Lisa Lambert		
Tim McLeod		
Daryl Harrison		

Opposition		
Members	Yea	Nay
Ryan Meili		
Trent Wotherspoon		
Aleana Young		
Jennifer Bowes		
Carla Beck		
Meara Conway		

Total	Yea	Nay

Casting Vote	Yea	Nay

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Group 2

Government		
Members	Yea	Nay
Hon. Lyle Stewart		
Hon. Donna Harpauer		
Hon. Don Morgan		
Hon. Gordon Wyant		
Hon. Joe Hargrave		
Hon. Jeremy Harrison		
Hon. Everett Hindley		
Ken Cheveldayoff		
Hon. David Marit		
Hon. Lori Carr		
Hon. Don McMorris		
Muhammad Fiaz		
Fred Bradshaw		
Steven Bonk		
Dana Skoropad		
Travis Keisig		
Derek Meyers		
David Buckingham		
Colleen Young		
Doug Steele		
Hugh Nerlien		
Ryan Domotor		
Marv Friesen		
Gary Grewal		

Opposition		
Members	Yea	Nay
Nicole Sarauer		
Vicki Mowat		
Doyle Vermette		
Buckley Belanger		
Betty Nippi-Albright		
Erika Ritchie		
Matt Love		

Total	Yea	Nay

Casting Vote	Yea	Nay

Appendix 4 — Tally Sheet for Recorded Divisions (Government)

RECORDED DIVISION — GOVERNMENT MEMBERS

Question _____ Date _____ Clerk Initials _____

YEA VOTE (Signature)	NAME	NAY VOTE (Signature)
	Moe	
	Bonk	
	Bradshaw	
	Buckingham	
	Carr	
	Cheveldayoff	
	Cockrill	
	Dennis	
	Docherty	
	Domotor	
	Duncan	
	Eyre	
	Fiaz	
	Francis	
	Friesen	
	Goudy	
	Grewal	
	Hargrave	
	Harpauer	
	Harrison (Cannington)	
	Harrison (Meadow Lake)	
	Hindley	
	Jensen	
	Kaeding	
	Keisig	
	Kirsch	
	Lambert	
	Lawrence	
	Makowsky	
	Marit	
	McLeod	
	McMorris	
	Merriman	
	Meyers	
	Morgan	
	Nerlien	
	Ottenbreit	
	Reiter	
	Ross (PA Northcote)	
	Ross (Regina Rochdale)	
	Skoropad	
	Steele	
	Stewart	
	Tell	
	Wilson	
	Wyant	
	Young	
YEAS TOTAL		NAVS TOTAL

Proxy to be indicated by placing (P) after signature of designated member.

_____ **Print name**

_____ **Whip / Designate signature**

Appendix 5 — Tally Sheet for Recorded Divisions (Opposition)

RECORDED DIVISION — OPPOSITION MEMBERS

Question _____ Date _____ Clerk Initials _____

	YEA VOTE <small>(Signature)</small>	NAME	NAY VOTE <small>(Signature)</small>	
		Meili		
		Beck		
		Belanger		
		Bowes		
		Conway		
		Love		
		Mowat		
		Nippi-Albright		
		Ritchie		
		Sarauer		
		Vermette		
		Wotherspoon		
		Young		
	YEAS TOTAL		NAYS TOTAL	

Proxy to be indicated by placing (P) after signature of designated member.

_____ **Print name**

_____ **Whip / Designate signature**

Appendix 6 — Designated Proxy Form

Proxy Form



Mr. Speaker,

If I am physically unable to vote in a recorded division in the Assembly due to the COVID-19 public health emergency and the related measures that are in place, I authorize the member designated by this form to be my proxy for such purposes.

I hereby designate the following member to cast my vote by proxy

Proxy member's name

On _____
(Date(s))

For the period _____
(Dates)

Member's name

Member's signature

Date

Appendix 7 — Seating Plan for Committee Proceedings (Room 8)

